

TOWN OF WATERTOWN

DEPARTMENT OF PUBLIC WORKS



UTILITY AND WORK IN PUBLIC WAY

RULES AND SPECIFICATIONS

REGULATING STREET EXCAVATIONS,
OBSTRUCTIONS AND DRIVEWAY APRONS

APRIL 1993

Utility Cut Regulations

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Utility Cut Regulations

Telephone: (617) 972-6420
Location: Watertown, Massachusetts
Mail Address: 124 Orchard Street, Watertown, MA 02472

REGULATIONS FOR STREET EXCAVATIONS, STREET OR SIDEWALK OBSTRUCTIONS AND DRIVEWAY APRONS

The Town of Watertown hereby adopts the following regulations for street excavations, street or sidewalk obstructions and driveway aprons, effective July 30, 1993. These regulations are in six sections as follows:

- Section I - Definitions
- Section II - Street Excavations
- Section III - Street or Sidewalk Obstructions
- Section IV - Driveway/Aprons
- Section V - General
- Section VI - Fines and Penalties

SECTION I – DEFINITIONS

- a. "Person" shall mean any person, firm, partnership, association, society, corporation, company, governmental agency or organization of any kind.
- b. "Superintendent" shall mean Superintendent of Public Works of the Town of Watertown, or his designee.
- c. Barricade - Device or structure used to prevent physical access to a specific area.
- d. Curb line - the boundary line or either side of a roadway or paved portion of a street.
- e. Encroach - to intrude upon, above or beneath any public ways.

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- f. Excavation - a cutting into the existing paved or grassed surface by any means whatsoever.
- g. Roadway - that portion of a street improved, designed, or ordinarily used for vehicular traffic.
- h. Grass Plot - that unpaved portion (normally grassed) of a street between the curb lines or the lateral lines of a roadway, and the sidewalk. Some streets have sidewalk to the curb line.
- i. Sidewalk - that paved portion of a street between the curb grass plots or the lateral lines of a roadway, and the adjacent property lines intended for pedestrian use.
- j. Street - the entire width between the boundary lines of every public way publicly maintained.
- k. Street line - the boundary line on either side of a street.
- l. Public Way - a street under any designation either maintained by the Town of Watertown or accepted or laid out as a public way by the Town, including without limitation the roadway and sidewalks.
- m. Town Construction Contract - a major Town project being constructed under direction of the Superintendent of Public Works or his duly appointed designee.
- n. Critical work areas are street intersections, arterial routes and streets within the Town shopping areas. Streets considered as ARTERIAL ROUTES are:

Arlington Street	Mt. Auburn Street
Arsenal Street	Nichols Avenue
Belmont Street	N. Beacon Street
Bigelow Avenue	Orchard Street
California Street	Pleasant Street
Church Street	School Street
Common Street	Spring Street
Coolidge Avenue	Sycamore Street
Dexter Avenue	Walnut Street
Galen Street	Waltham Street
Grove Street	Watertown Street
Lexington Street	Waverley Avenue
Main Street	

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SECTION II - STREET EXCAVATIONS

A. Permit Required.

1. No person shall cut into, disturb the pavement or finish off, or make any excavation in any public way or portion thereof without first obtaining a permit to do so from the Department of Public Works, except as otherwise provided in these regulations.
2. Permits must be kept at the job site during the progress of the excavation and must be shown, upon request to any authorized Town personnel.
3. No person shall cut into, disturb, or excavate any public way or portion thereof except in accord with the conditions of said permit and in compliance with these regulations.

B. Insurance.

1. Before an excavation permit is issued, the Applicant shall file with the Department of Public Works an insurance certificate, acceptable to said Department of Public Works, containing the following:

Insurance under which the Town shall be named as an assured, carried with an insurance company licensed to write such insurance in the Commonwealth of Massachusetts, against the following risks in not less than the amounts as herein indicated:

A. WORKERS' COMPENSATION

1. Statutory Minimums – Massachusetts
2. Coverage Limit \$100,000 each employee
3. Additional Endorsement
 - a. Voluntary Compensation
 - b. U.S. Longshoremen & Harborworkers Act Endorsement

B. GENERAL LIABILITY

1. Limits of Liability
 - Bodily Injury and property damage
 - Combined Single Limit of \$1,000,000

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2. Arrangement of Coverage
 - a. Premises Operation
 - b. Products - Completed Operations
 - c. Owners & Contractors Protective
 - d. Explosion, Collapse, and Underground
 - e. Broad Form Comprehensive General liability endorsement or equivalent (to include Broad Form Contractual, Personal Injury, Broad Form Property Damage, Incidental Malpractice, etc.)
 - f. Cross Liability

C. AUTOMOBILE LIABILITY

1. Limits of Liability
 - Bodily Injury and property damage
 - Combined Single Limit of \$1,000,000
2. Arrangement of Coverage
 - a. Employer Non-Owned
 - b. Hired Car
 - c. All Owned or Leased Vehicles

D. UMBRELLA LIABILITY

Limit of Liability: \$1,000,000 (minimum) as excess over General Liability, and Workers' Compensation Coverage B

All policies shall provide the Town of Watertown 30 days' written notice of cancellation, non-renewal, or material change. Certificates of Insurance are to evidence the duty to notify the Town. Certificate wording to the effect that carriers will "endeavor to" provide notice and failure to provide notice "shall not impose liability or obligation" are not acceptable for the purposes of street excavation permits."

Exemptions to filing insurance endorsement are made only to other governmental agencies of State and Federal level, and public utility companies in good standing with the Town.

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C. License on Permit Bond.

Before an excavation permits is issued, the Applicant shall file with the Department of Public Works a license bond or permit bond in the amount of \$10,000.

The Superintendent of Public Works is authorized to draw upon the license or permit bond to cover the costs to the Town, including administrative costs, to perform work which a permit applicant has not satisfactorily performed and maintained said work.

No new street permits shall be issued to the same permit applicant until the Town is fully compensated for remedial work accomplished by the Town as a result of non-conformance with excavation permit requirements.

The Superintendent may at his discretion require a Bond for a higher amount than ten thousand dollars (\$10,000) for reasons such as previous failures to comply with Town rules and regulations, specifications, permit requirements or for large scale projects, or projects that have potential substantive liabilities.

Exemptions to filing irrevocable Bond are made only to other governmental agencies of State and Federal level and public utility companies in good standing with the Town.

D. Location Plan.

Scaled drawings, plans or a sketch location map detailing the proposed work (depending on the type of permit applied for) shall be filed with the Superintendent of Public Works before an excavation permit is issued.

E. Revocation of Permits.

The Superintendent of Public Works may at any time cancel or suspend permits for cause. Cancellation or expiration of insurance endorsement shall result in automatic cancellation of permit.

F. Start of Work.

Work shall start as near to the starting date specified in the permit as possible. In any case, a seventy-two hour notice to the Department of Public Works prior to starting work is required.

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G. Urgent Work.

If, in the judgment of the Superintendent of Public Works, traffic conditions, the safety or inconvenience of the traveling public, or the public interest require that the excavation work be performed as urgent or emergency work, the Superintendent shall have full authority to order that a crew of men and adequate equipment and materials be employed by the permittee sixteen (16) hours a day to the end that such excavation work may be completed as soon as possible.

H. Emergency Action.

Nothing in these rules shall be construed to prevent the making of such excavations as may be necessary for the preservation of life or property or for the location of trouble in conduit, drain, culvert, or pipe, or for making repairs, provided that the person making such excavation shall apply to the Superintendent for such a permit before 9:00 a.m. on the first business day after such work is commenced.

The person engaged in emergency action shall notify the Department of Public Works, the Police Department and the Fire Department at the start of emergency work.

I. Routing of Traffic.

The permittee shall take appropriate measures to assure that during the performance of the excavation so far as is practicable normal traffic conditions shall be maintained at all times so as to cause as little inconvenience as possible to the occupants of the abutting property and to the general public, provided that the Superintendent may permit the closing of streets and walks to all traffic for a period of time prescribed by him if in his opinion, it is necessary. When the Superintendent or Police Department deems it necessary, the permittee shall engage at its own expense a policeman or policemen. The use of Police at the permittee's cost to maintain traffic control and public safety of a project does not eliminate the need for warning signs and traffic control devices.

Warning signs shall be placed a sufficient distance back of the construction operation to alert all traffic within the way and cones or other approved devices shall be placed to channel traffic, all in accordance with the requirements of the Police Department or the Superintendent of Public Works.

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Warning signs, lights, and such other precautions as may be necessary for the purposes, unless specified by the Superintendent, shall conform to the requirements and practices of the Massachusetts Department of Public Works for their use in the performance of work upon streets and highways, and as provided in the "Manual on Uniform Traffic Control Devices for Streets and Highways".

J. Clearance of Vital Structures.

The excavation work shall be performed and conducted so as not to interfere with access to fire hydrants, fire stations, tire escapes, water gates, underground vaults, catchbasins, and all other vital equipment as designated by the Superintendent.

K. Protection of Traffic.

The permittee shall maintain safe crossings for two lanes of vehicle traffic at all road intersections where possible and safe crossings for pedestrians at intervals of not more than three hundred feet. If any excavation is made across a public way, it shall be made in sections to assure maximum safe crossing for vehicles and pedestrians. If the way is not wide enough to hold the excavated material for part time storage, the material shall be immediately removed from location.

L. Relocation and Protection of Utilities.

The permittee shall not interfere with any existing utility without the written consent of the Superintendent and the owner of the utility. If it becomes necessary to relocate an existing utility, this shall be done by its owner and the cost of such work borne by the permittee. The permittee shall inform itself as to the existence and location of all underground utilities and protect the same against damage.

The permittee shall adequately support and protect by timbers or otherwise all pipes, conduits, poles, wires or other apparatus which may be in any way affected by the excavation work, and do everything necessary to support, sustain and protect them under, over, along or across such work area. In the event any of said pipes, conduits, poles, wires or apparatus be damaged, and for this purpose pipe coating and other encasement or devices are to be considered as part of a substructure, such damage shall be repaired by the agency or person owning them and the expense of such repairs borne by the permittee. The permittee shall be responsible for any damage done to any public or private property by reason of the breaking of any water pipes, sewer, storm drain, gas pipe, electric conduit or other utility.

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M. Notification to Public Utility Companies.

The permittee shall in accordance with the General Laws of the Commonwealth of the Massachusetts, currently in effect, give notice to public utility companies before making an excavation.

Under the General Laws of the Commonwealth of Massachusetts, Chapter 82, Section 40 as amended, no one may excavate in the Commonwealth of Massachusetts except in an emergency without giving 72 hours notice, exclusive of Saturdays, Sundays, and legal holidays, to natural gas pipeline companies, utility public utility companies, cable television companies and municipal departments that supply gas, electricity, telephone or cable television service in or to the city or town where the excavation is to be made.

The utility companies have established a public utility underground plant damage prevention system called "Dig Safe" to receive the above mentioned, notices of excavation which are then transmitted to member utilities. There is no cost to the excavator. The calls are received over toll free lines. Telephone number 1-800-322-4844.

N. Protection of Adjoining Property.

The permittee shall at all times and at his own expense preserve and protect taking from injury any adjoining property by providing proper support, and by taking such other precautions as may be necessary for the purpose. The permittee shall, at his own expense, shore up and protect all buildings, walls, fences, foundations, pavement, landscaping or other property likely to be damaged during the progress of the excavation work and shall be responsible for all damage to public or private property or highways resulting from its failure to properly protect and carry out said work. The permittee shall not remove, even temporarily, any trees or shrubs which exist in planting strip areas without first obtaining the consent of the Superintendent.

O. Protective Measures.

It shall be the duty of every person cutting or making an excavation in a street to place and maintain all required signs and traffic devices. All signs and devices shall be in accordance with the Massachusetts Manual on Uniform Traffic Control Devices. The number and location of all signs and devices shall be as deemed necessary by the Superintendent for the safe and efficient performance of the work and the safety of the traveling public.

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P. Excavated Material.

All material excavated from trenches or excavations shall be removed from the site of the work except in such cases where the material is suitable for and permission has been granted by the Superintendent to use it for the backfill.

Q. Construction Materials.

Construction materials on the site shall be limited in quantity and space occupying area so as to not unduly hinder and block the use of the way.

R. Dust and Clean-up.

As the excavation work progresses, all ways shall be thoroughly cleaned of all rubbish, excess earth, rock and other debris. The permittee shall take necessary precautions to prevent and avoid dust and to keep the way clean each day. All clean-up operations shall be accomplished at the expense of the permittee and shall be carried out to the satisfaction of the Superintendent.

S. Protection of Gutters and Basins.

The permittee shall maintain all gutters free and unobstructed for the full depth of the adjacent curb and for at least one foot in width from the face of such curb at the gutter line. Catch basins shall be kept clear and serviceable.

The permittee shall make provisions to take care of all surplus water, muck, silt, or other run-off pumped or removed from excavations and shall be responsible for any damage or additional maintenance work resulting from his failure to so provide.

T. Noise.

Each permittee shall conduct and carry out excavation work in such manner as to avoid unnecessary inconvenience and annoyance to the general public and occupants of neighboring property. During the hours from 10:00 p.m. to 7:00 a.m., he shall not use, except with the express written permission of the Superintendent, or in case of an emergency as herein otherwise provided, any tool, appliance or equipment producing noise of sufficient volume to disturb the sleep or repose of occupants of the neighboring property. The permittee is also bound to obey any noise ordinance of the Town.

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U. Trenches.

The maximum length of open trench permissible at any time may be specified by the Superintendent and no greater length shall be open for pavement removal, excavation, construction, backfilling, patching and other operations without the written permission of the Superintendent.

V. Prompt Completion of Work.

After an excavation is commenced, the permittee shall prosecute with diligence and expedition all excavation work covered by the excavation permit and shall promptly complete such work and restore the way to its original condition or as near as may be, so as not to obstruct the way or travel thereon more than is reasonably necessary.

W. Breaking Through Pavement.

- (a) The use of air/hydraulic pavement breaker for cutting/breaking pavement is approved. The Superintendent after due consideration of the location, the condition and depth of the pavement may order that the limit edges of the proposed cutting of pavement shall be made with a cutting saw or cutting wheel. In the case of Portland cement concrete pavement, the cutting saw shall be used. A cutting saw or cutting wheel shall be used when excavation/trench length is 50 feet or greater.
- (b) Approved cutting of Portland cement concrete and bituminous pavement surface ahead of excavations is required to confine pavement damage to the limits of the trench.
- (c) Sections of sidewalks shall be removed to the nearest score line or approved saw cut edge.
- (d) Unstable pavement shall be removed over cave cuts and over breaks and the subgrade shall be treated as the main trench.
- (e) Pavement edges shall be trimmed to a vertical face and neatly aligned with the center line of the trench.
- (f) Cut-outs outside of the trench lines must be perpendicular or parallel to the trench line.
- (g) Excavations shall be made in open cut and no tunneling will be allowed except by special permission of the Superintendent. Trenches and excavations shall be braced and sheathed when necessary.

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X. Backfilling.

Excavated material shall not be used for backfill unless it consists of clean sand or gravel and with permission of the Superintendent or his designee. Broken pavement, large stones, clay, roots and other debris shall not be used in the backfill.

Backfill material shall consist of sand, bank-run gravel or two-inch size processed gravel as approved by the Superintendent.

Sand or bank-run gravel may be used from the bottom of the trench to a point twelve inches below the surface of the pavement. Only gravel borrow is to be used in the top twelve inches of the excavation, maximum size of stone in gravel shall be 2 inches in largest dimension - State Spec. Ml.03.0, type C.

Backfill material shall be placed in ten-inch layers, power tamped and moistened when required to secure maximum compaction of the backfill and to reduce settlement.

A temporary hot patch ("Sylvex" or equal when hot top is not available) must be placed on the surface of the fill and thoroughly compacted. Temporary paving shall closely follow backfilling operation.

Temporary pavement shall be Class I Bituminous Concrete Type I-1, two inches (2") thick as directed, conforming to Section 460 of the Massachusetts Standard Specifications for Highways and Bridges. The temporary pavement shall be maintained in a satisfactory condition until the permanent pavement is placed.

Y. Restoration of Permanent Paving.

All permanent paving shall be done by or under the direction of the Department of Public Works of the Town of Watertown at the expense of the permittee.

Z. Restoration Guaranty.

Any person making excavations in streets must guarantee their permanent restoration work for a period of three years from the date of acceptance of the permanent restoration by the Superintendent. The permit holder may be required to completely re-excavate, refill, and repave any permanent restoration that fails within the three-year guarantee period.

If, at any time, whether during or after the three-year guarantee period, it is discovered that the permanent restoration was not made in accordance with Town specifications, the permit holder shall be responsible for making a proper restoration.

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AA. Testing of Work.

The Superintendent has the right to order a test on any street restoration in order to determine if the work has been completed in accordance with Town specifications.

If the test shows the street restoration to be acceptable, the testing costs will be borne by the Town.

If the test shows the street restoration to be unacceptable, the permit holder must pay the cost of the testing in addition to making the proper restoration.

No further permits will be issued to said permit holder until the invoice for the testing has been paid.

BB. Restoration by Town - Costs.

(a) Permanent restoration of a street cut or excavation may be made by the Town, through its contract representative, if the permit holder so desires and if approved by the Superintendent. The Superintendent shall establish rules and regulations regarding restoration by the Town and the requirements for permit holders requesting the town to perform such restoration.

(b) The permit holder shall pay to the Town the total cost estimate of the work based upon the current unit prices. The Highway Division may revise unit prices twice a year.

The initial payment by the permit holder shall be calculated from his estimate of the size of the excavation including a twelve (12) inch cut-back on all sides of the excavation to be performed by the Town.

If the actual dimensions exceed the original estimate, the permit holder shall be responsible for the additional amount due.

(c) If any charge so made by the Town remains unpaid after 30 days of the invoice date, no further permits for any excavation shall be issued to said permit holder until the payment is made.

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CC. Extended Maintenance Fee - New Pavement.

- (a) No newly constructed or reconstructed pavement less than three years old will be cut into except in cases of emergency, in which case an extended maintenance fee will be charged for cuts in newly paved streets as follows:

New-Pavement, 12 months or less - four times standard cost;
13 months to 24 months old - three times the standard cost;
25 months to 36 months old - two times the standard cost;
37 months or older - standard cost

- (b) The extended maintenance fee shall be waived for public and private utilities in all cases where the Town has not provided a minimum advance notice of sixty (60) days of the street improvement work to them so that they can complete all necessary work prior to the street improvement. After receiving the advance notice, the permit applicant including public and private utilities may request a sixty (60) day extension if extensive work is necessary. The granting of the extension is at the sole discretion of the Superintendent.

SECTION III - STREET OR SIDEWALK OBSTRUCTIONS

Non excavation Permits to place materials, equipment, or obstruction in a public way.

A. Permit Required.

1. No person shall use any portion of a public way without first obtaining a permit to do so from the Superintendent of Public Works.
2. No person shall use any portion of any street which the Town is obliged to keep in repair for the purpose of placing building materials or rubbish or moving a building on either the sidewalk or roadway without a permit from the Superintendent of Public Works.
3. No person to whom such a permit is issued shall fail to comply with the conditions thereof with these Regulations.

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4. Application for such permit shall be made to the Superintendent of Public Works. The Superintendent of Public Works may grant such permit to be in force for a period that he may designate, not exceeding ninety days, upon condition that during the whole of every night, from sunset until sunrise, warning lights shall be so placed as to warn travelers of the presence of the obstruction and upon such further conditions as the Superintendent of Public Works may determine. The Superintendent of Public Works may require that a bond be furnished to secure the performance of the provisions of this section.

B. Insurance.

Insurance requirements shall be as defined in Section II - Street Excavations, B Insurance.

C. Bond.

The issuance of a permit shall be conditional upon the permittee filing with the Department of Public Works a satisfactory bond of a Surety Company authorized to do business in the Commonwealth of Massachusetts in the sum of ten Thousand Dollars (\$10,000), conditioned substantially that the applicant shall faithfully perform said work in all respects.

The Superintendent may require a bond of a higher amount than ten thousand dollars (\$10,000) for reasons such as previous failures to comply with Town rules and regulations, specifications, permit requirements, or projects that have potential substantive liabilities for large scale projects.

The Superintendent may draw upon the bond to cover the costs to the Town, including administrative costs, for failure of the permittee to comply with conditions of the permit or with the regulations or for the Town to perform any restoration, remedial or salvage work necessary to restore the street or sidewalk or to remove the obstruction.

The Superintendent may waive the requirement of a bond in all cases where the work to be done under permit will not cause damage to pavement, sidewalks, curbing, or any other portion of the public way.

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D. Moving Building - Payment.

Before a permit is issued for moving a building over the public way, the applicant shall deposit with the Department of Public Works the required fee. This fee is to cover work to be done by the Department to accommodate the building move. The work includes a review of the move route by the Property and Buildings, Water and Sewer, Highway, and Parks and Tree Divisions together with the work to be performed in conjunction with the move itself.

The Superintendent shall fix the fee dependent upon the amount of work required as determined by review of move route. The minimum fee will be Two Thousand Dollars (\$2,000).

The work shall be accomplished at such times and in a way and manner as the Superintendent may require. Each request for a permit to move a building shall be accompanied with written certification in accordance with the following:

General Law 85, Section 18 - Permission is required from Town Manager to move a building within a public way.

General Law 87, Section 13 - permit from the Tree Warden and approval of the Town Manager to cut, trim or remove any public shade tree.

SECTION IV - DRIVEWAYS/APRONS

A. Permit Required - Non Excavating.

No person shall drive any vehicle over a curb, grass plot or sidewalk for the purpose of providing access across such a curb, grass plot, or sidewalk, or shall resurface a driveway without first obtaining a permit from the Department of Public Works. The issuance of a permit shall be as defined in Section III – Street or Sidewalk Obstructions, A. Permit Required, B. Insurance, and C. Bond.

B. Permit Required - Excavating.

No person shall lower any curb or change the grade of any grass plot or sidewalk for the purpose of providing access, and no person shall construct, reconstruct, or enlarge a driveway apron, without first obtaining a permit from the Superintendent. The issuance of a permit shall be as defined in Section II - Street Excavation, A. Permit Required, B. Insurance, C. license and permit bond in the amount of \$10,000.

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Each request for a street opening permit to construct, reconstruct or enlarge a driveway apron shall be accompanied by a detail plan showing the width and location of the driveway apron and curb cut, together with written certification of approval of the and the Zoning Enforcement Officer.

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SECTION V - SPECIFICATIONS AND FEE SCHEDULE

A. Specifications for Work in a Public Way.

For definitive construction specifications see: Town of Watertown Department of Public Works, "Construction Requirements for the Installation and/or Repair of Underground Facilities and Paving in the Public Way".

B. Permit Fees.

(a) Applications for permits shall be made in writing to the Superintendent, shall contain such information as he may require, and shall be accompanied by the following fees:

(b) <u>Application.</u>	<u>Fee</u>
Non Refundable Permit Application Fee (All Permits)	\$ 100.00
(c) <u>Excavations.</u>	
Inspection and Maintenance Fee for Street Openings for 150 sq. ft. or less	\$ 140.00
For each additional 150 sq. ft.	\$ 25.00
(d) <u>Non Excavating Street or Sidewalk Obstruction.</u>	
Per Day	\$ 15.00
Per Month	\$ 150.00
(e) <u>Moving Building.</u>	
Minimum Payment	\$ 2,000.00
(f) <u>Driveways/Aprons.</u>	
New, Reconstruction or Enlargement Residential	\$ 5.00
Commercial	\$ 140.00
Resurface Existing Driveway	\$ 5.00

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(g) Coring or Shut Off Holes.

Up to 5 Holes (corings)	\$ 10.00
6 Holes or Greater (corings)	\$ 25.00
Shut off Holes (each)	\$ 25.00

(h) Saw Cut for Cable Installation \$ 25.00

(i) There shall be no permit fee for that work being done by a contractor performing or accommodating a Town construction contract.

SECTION VI - FINES AND PENALTIES

- A. Failure to obtain a permit as required in these regulations before commencing the work or, having obtained a permit, failure to comply with these regulations or conditions in the permit, shall be subject to a fine of \$50 for each offense, which shall be deemed a specific penalty for the violation hereof each day in which violation continues shall constitute a separate offense. For purposes of these regulations, the shall be the enforcement officer.
- B. These regulations may be enforced by application for criminal complaint, by non-criminal disposition (G.L. c40, s210), and by a petition in superior court for injunctive relief and for an award to the town of its costs.

SECTION VII - RIGHT TO HEARING

Any person accused of violating these rules or regulations (VIOLATOR), shall be notified of the alleged violation, in writing, via certified mail, return receipt requested, which shall set forth a date and time at which a hearing will be held before the Superintendent or his designee in order to afford the person an opportunity to be heard in regard to the alleged violation, with or without counsel, as the person shall choose.

Any hearing scheduled under this section shall be held not sooner than 15 days nor later than 30 days (unless waived by the violator), after the date of the hearing notice. The rules of evidence observed by the courts need not be adhered to. The proceedings may be taped recorded, and the recording shall be kept in the DPWs custody. Any person who desires a transcript of the hearing may obtain one from the DPW, upon payment to the DPW of the transcription charges reasonably incurred by the DPW.

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At any hearing scheduled under these provisions, the documents and other evidence offered shall constitute the hearing record, The hearing decision shall be based solely on the hearing record and shall be made within 30 days (unless waived by VIOLATOR) after the conclusion of the hearing. The decision shall be embodied in writing which summarizes the matters considered and the reasons for the determination made on such matter. The written decision shall be signed and dated by the DPW or his designed representative and shall be mailed to the VIOLATOR which requested the hearing.

Any VIOLATOR aggrieved by the decision of the Superintendent may petition the Town Manager to review the written decision and hearing record. Such aggrieved persons or company must cause to be delivered to the Town Manager on or before the 14th calendar day after the date of the Superintendent's decision a written petition for review of the decision and record. If the aggrieved person or company so causes the petition to be delivered, then the Town Manager shall review the hearing record and the Superintendent's decision, and shall within 30 calendar days (unless waived by the aggrieved) following the receipt of the petition for review issue in writing either a confirmation or modification of the Superintendent's decision, addressed to the aggrieved and with copies to the Superintendent.

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DATE: _____

**TOWN OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS**

Check List:

Insurance Certificate Guidelines

To be acceptable, certificates of insurance shall:

1. Be signed and dated by the issuing agent
2. Include the issuing agents name and address
3. Provide full description of each coverage including policy numbers, policy periods, and limits.
4. Include full name and address of the insured.
5. Include full name and address of the certificate holder.
6. Include name of companies affording coverages.
7. Indicate all required coverages as outlined in insurance specifications, rules or regulations.
8. Indicate cancellation notice ·not less than 30 days.

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9. Include full description of operations/work to be performed. Be specific in job description and location.

10. Indicate Town of Watertown as additional insured.